QUICK BROWN FOX™

friendly
professional
word processing

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QUICK BROWN FOX™

friendly professional word processing

Welcome to friendly, professional word processing on your Commodore computer. Quick Brown Fox™ turns your VIC 20™ or Commodore 64™ into a powerful writing tool for home, school, or business. Using this word processing program allows you to eliminate much of the drudgery involved with typing, writing, correcting, and rewriting text, whether it be the manuscript for your Great American Novel or a simple memo to the boss. Some of our Faithful Users have told us that, by using a word processor, they find their creativity is enhanced. With a word processor, they don't have to worry about handwriting, misspellings or formatting during the creative process. They just plunge into writing and make changes later. Teachers report that youngsters and adults who use word processors express themselves better because they don't need to worry about penmanship while they're trying to write. By following these simple instructions, anyone from eight to 100+ can become a computer operator within the hour.

STARTING UP WITH A CARTRIDGE

First, make sure your computer is turned **off**. Then plug the Quick Brown Fox cartridge into the expansion slot at the right rear of your computer (as you face the keyboard placed in normal typing position). Never plug in or unplug the cartridge while the computer is turned on. Of course, read your computer manual for details. Insert and remove the cartridge gently so you don't damage any of the delicate connections.

FOR VIC 20 USERS

Your off-the-shelf VIC 20 (called an "unexpanded" VIC from now on) comes with about 4K of memory and displays its type in lines that are 22 characters wide. Never fear, all of the Quick Brown Fox features work with an unexpanded VIC. But you may find it more practical to add a memory expansion board that also extends your line widths to 40 or 80 characters. If you choose to expand, you'll need an expansion board (called a "motherboard") that plugs into the same slot in the VIC 20 as does our cartridge. The motherboard allows you to plug in both the Quick Brown Fox cartridge and the memory expander.

You may need to "initialize" your memory board before using it with Quick Brown Fox. Initializing means typing in a code that will tell the two devices (Quick Brown Fox and the expansion board) to work together. If you are using a Data 20 or Quantum Data expander (these are two of the most popular), Quick Brown Fox will initialize it automatically. Other cartridges must be initialized by typing SYS followed by a number that you will find specified in the expander instructions.

Type SYS24576 and press [RETURN]. The message width (0,4,8)? will appear. On an unexpanded VIC, type 0. If you are using a Data 20 or Quantum Data board, type 4 for a 40-character text display or 8 for an 80-character display. With some adapters, you might have to hold down the shift key while typing 4 or 8. If you use a RS-232 printer, see appendix.

FOR COMMODORE 64 USERS

If you do not have any other accessories plugged in, you should see the Quick Brown Fox "copyright message" on the screen as soon as you plug in the cartridge and turn on the computer. If this doesn't happen, turn off the computer, make sure the cartridge is plugged in correctly and try again. Then proceed.

If you are using Quick Brown Fox with an 80-character adapter, you must initialize the adapter after the copyright message is displayed. (Make sure you have a buffered expansion board.) If you are using Data 20's adapter, type 9003 and press the [RETURN] key. This should take you straight into the Quick Brown Fox Main Menu. If you have some other kind of 80-character adapter, look into its instructional manual to find out what number will initialize it. You'll probably find two numbers: one in decimal (ordinary) notation and the other in hexadecimal (letters and numbers). You want hexadecimal. Type it in, press the [RETURN] key, and proceed.

STARTING UP WITH A DISK

If your Quick Brown Fox program comes on a disk, the loading procedure is different. First of all, handle this disk (and any disk) with care. Don't bend it, fold it, staple it, touch the shiny surface, or expose it to extremes of heat or cold.

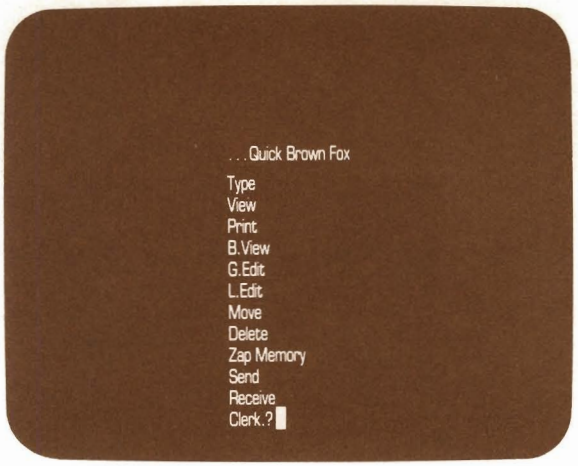
The disk probably has an arrow to tell you which way you should insert it into the drive. Insert it carefully and type LOAD "QBF", 8 [RETURN]. The messages SEARCHING FOR QBF and LOADING will appear in sequence and the program will load in about 45 seconds. When loading is complete, **leave the disk in the drive** and type RUN [RETURN]. The Quick Brown Fox copyright message will appear. You can now initialize an 80-column adapter by typing in its initialization address (in hexadecimal). Otherwise, hit the space bar and proceed.

The program disk is write protected and cannot be used to store files, so remove it from the drive and use a blank disk for file storage. See the File Clerk section for information on how to initialize, or prepare, blank disks for storage.

WORD PROCESSING AT LAST

Be patient, you'll be word processing in just a few moments. The initial preparation is a little more time-consuming than just rolling a sheet of paper into a typewriter, but you'll save a lot of time and hassle in the long run once you get going.

After following the specific instructions for your equipment, hit the **space bar** once or twice and you will see the Quick Brown Fox Main Menu. **Don't** hit the [ESCAPE] key (left-arrow key at the top left of the keyboard) to go from the copyright message to the Main Menu. If you do, you might get a message that says 00000 bytes free in the Type mode and you won't be able to do any typing. If you accidentally do this, shut off the computer and start again.



Quick Brown Fox is a very simple and logical program. To access any of the Menu features, simply type the first letter of each command (T for type, L for line edit, M for move, P for print, and so forth). At the end of the Menu, after the word "Clerk", you'll see a flashing rectangle called the cursor. This symbol indicates where your last character was typed. When you're ready to line edit, move it to the place in your text where you want to insert, delete, or replace text.

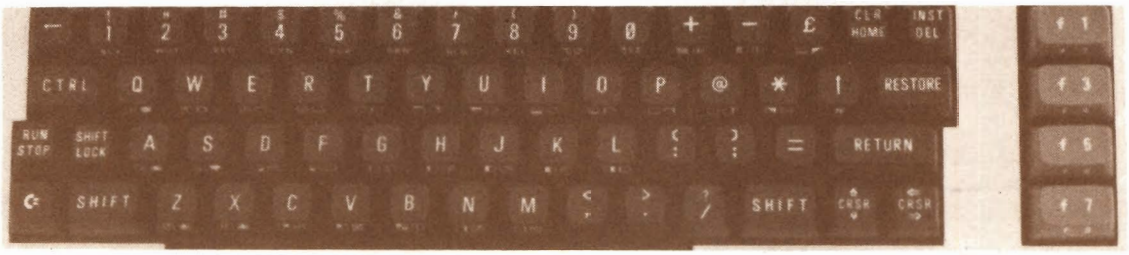
We have to tell you about the Mystery of the Disappearing Cursor. On some Commodore 64s, the cursor may vanish in Type mode after a line or two. This is because of a ROM (Read Only Memory) change that was made by Commodore. One way to retrieve the cursor is to backspace a character or two (hold shift key down, press left-right arrow key at bottom right) and then proceed. If you own a Datasette recorder, you can poke in a short program that will fix the problem. (See appendix.)

If this is the first time you've ever used a computer, don't feel nervous. You can't melt your keyboard or start a nuclear war by pressing the wrong button.

A few suggestions. Do take time to read this manual as you go along. The computer is infinitely patient: it will wait for you. The most impor-

tant thing is that you **type all of the exercises** on the next few pages, even if they seem ridiculously simple. Take the time to do each exercise and note the results on the keyboard. Otherwise, as you get further into the manual you may become confused.

For the VIC 20 and Commodore 64



THE KEYBOARD

Your Commodore keyboard looks like the standard QWERTY device that's been around since the days of John Underwood, but our friends at Commodore have created a few exceptions just to keep us on our fingertips. The shift key is probably going to outfox you at the beginning. For one thing, the shift lock key stays "down" until the shift lock is pressed — unlike on a standard typewriter, where you can shift and unshift by merely pressing the bottom shift key. Also, and probably more troublesome, the period, comma, and colon/semicolon keys don't work the same way. On the Commodore keyboard, you keep the shift "unlocked" to produce a comma or period, as you do for the colon and semicolon, (the last two are on separate keys). You'll discover that the keys on the Commodore are sensitive, so tap them gently and don't hold them down or they may repeat and you will get several characters when you want only one.

YOUR FIRST EXERCISE

Enough theory — let's try it. Go to the Main Menu, and press T (or t) for Type. The word Type should appear followed by the number of characters you have remaining to type. Press the shift lock key — make sure it clicks — and then press the comma key three times. Do the same with the period, the colon, and the semicolon. On your screen you should see this:

<<<>>>[[[]]]

Let's erase that at once. Go back to the Main Menu by pressing the [ESCAPE] key twice (the "left arrow" key at the upper left corner of the keyboard). We want to "zap memory," so press Z. Just so you don't accidentally destroy your Pulitzer-winning manuscript, we've built in a failsafe feature — Zap Memory? — which means, "Are you sure you **really** want to Zap this?" If you are, press Y (for Yes) and kiss it goodbye.

Okay, this time escape to the Main Menu, go into Type mode, unlock the shift key and strike the keys for comma, period, colon, and semicolon. Hit each key three times. Now you should see the following:

,,,...:::;;;

That's more like it. In the lower right corner of the keyboard, there are two cursor keys, one for up-down movement, the other for right-left. Once again, the position of the shift key is crucial. Tap the shift lock "locked," and press the right-left cursor key. The cursor will move backwards (to the left). Unlock the shift lock and a tap on the right-left cursor key will move the cursor forward (to the right). Now type this line of text: The quick brown fox jumps over the lazy dog. Hold the shift key down (**not** the Shift Lock) with a left hand finger and **slowly** tap the left-right cursor key ten times. The cursor should now be positioned over the space between "the" and "lazy." Release your finger from the shift key and slowly tap the cursor key five times. Notice that the cursor is now positioned over the space between "lazy" and "dog." Press the space bar five times. The cursor will move to the right and erase any letters you've typed. That's why the forward cursor key is sometimes called a "non-destructive" key. The space bar acts as an eraser. We'll talk about the up-down key a little later when we get to the Line Edit section.

One more note about cursor keys. Do you see the [INST DEL] key in the upper right corner of the keyboard? Without touching the shift key, tap the [INST DEL] key slowly five times. The cursor will move five spaces to the left. Don't try to use the [INST DEL] key with the shift key just yet, however. Use the forward cursor key in the lower right corner of the keyboard to position the cursor at the end of the sentence once more.

Position your cursor at the end of the sentence, right after "lazy". Now hit the [RETURN] key.

LE EDIT — "D" will remove letter

You'll see an "at" sign (@) and the cursor will jump to the beginning of the next line. It works just like the [RETURN] key on an electric typewriter. **However,** you don't have to hit the [RETURN] key every time your typed text nears the right margin. Try it and see. Type the same sentence several times and watch what happens. Resist the temptation to hit the [RETURN] key when you near the end of the line. Now type the sentence again and hit the [RETURN] key. Type it once more, doing the same. Quick Brown Fox contains a feature called autowrap (automatic word wrap). This means that when you reach the end of a line, your cursor will automatically jump to the beginning of the next line. You don't have to hit the [RETURN] key.

The following applies only if you have a 40-80 character board: [ESCAPE] to the Main Menu and zap your text. Hit T for type and hold the shift key down once again. This time hit the 2 key. Then hit the 7 key. You'll get a single quote mark each time. Not to worry. Although the external display shows only single quotes, hitting the 2 key will produce double quotation marks in the final print out.

OPENING EXAMPLE

Now it's time to do a lengthier exercise. Once again, follow the instructions **exactly** and carefully observe what happens. Don't worry if the length of the lines shown in our example are a different length when you type them on the screen. The length may vary, depending on whether or not you are using a 40/80-character expander. If you type in comparatively long words, you may find that the last few letters of the word may be displayed on a line all by itself. Don't worry: it will look fine when you view or print out.

Type the memo that appears below. To start you off, we'll lead you through step-by-step for the first few characters. [ESCAPE] to the Main Menu (hit the left-arrow key in the upper left corner of the keyboard, remember?). Zap if you need to, hit T for type, shift, hit M, release the shift, hit e,m,o, space, shift, hit F, release the shift, hit r,o,m, colon, hit space bar twice, shift, hit M, release the shift, hit e, hit [RETURN] key. (NOTE: **don't** hit the commas after each letter in the previous sentence.) From now on, you're on your own. Start typing from To: The Boss

---

Memo From: Me [RETURN]
[RETURN]
To: The Boss [RETURN]
[RETURN]
RE: Quick Brown Fox [RETURN]
[RETURN]
Guess what? I have coupled my intelligence with the intelligence and speed of a computer to transform myself into sort of a "bionic typist!" [RETURN]
[RETURN]
This amazing transformation was achieved without surgery. All that was required was Quick Brown Fox, a remarkably simple program designed for today's most popular brands of microcomputers. [RETURN]
[RETURN]
With Quick Brown Fox, I will soon be producing flawless, letter-perfect copy much faster than even my previous lightning-fast efforts. [RETURN]
[ESCAPE] [ESCAPE]

When you tapped the [ESCAPE] key twice, the Main Menu popped up again. Now is the time for all good folk (meaning you) to View what they have typed.

Press V for View. The words "View From" will appear on the screen. Hit the space bar again. Doing this means start viewing from the beginning. You will see the word "Scanning" on the screen. Hit the space bar again and the text will appear on the screen from the beginning. Every time you hit the space bar, you will get a new screenful of text. If there's no more text in memory, hitting the space bar while in View mode will bring you back to the Main Menu. As you view the text of your memo, note that wherever you hit a [RETURN] key, Quick Brown Fox produced new lines for you. Now let's print the text. Of course, you don't have your printer hooked up yet, but we'll go through the motions anyway. [ESCAPE] to the Main Menu once more. Hit P for print. A series of questions will pop up. Ignore them just for now by hitting the space bar until you've reached the end of the questions. At this point, you'll see your text running (or "scrolling") across the screen. If you had a printer hooked up, the text would be printing out on paper at the same time.

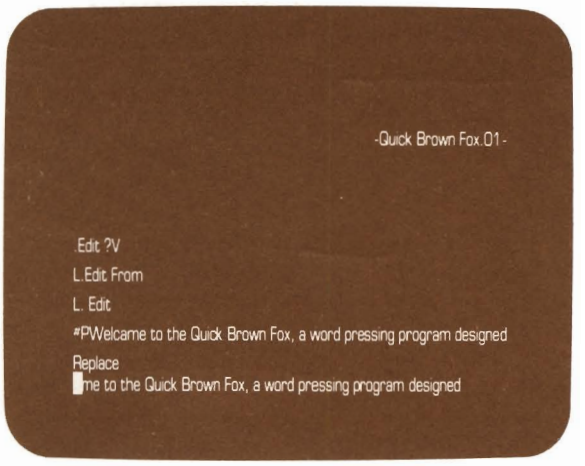
Congratulations! You are now an Apprentice word processor. You're now ready to learn how to do even more exciting things with Quick Brown Fox. [ESCAPE] to the Main Menu and zap your memory. It's like putting a new sheet of paper in a typewriter and throwing the old sheet away. Just in case you're skeptical, type V for view, hit the space bar twice and prove to yourself that there is no more text in memory (on the screen). You'll be left with a blank screen and a page number.

EXPERT

Go through this section at your leisure, making sure you understand the example. At the end of this section, you will be a duly certified Quick Brown Fox Expert. This means you will be able to handle nearly all routine word processing. Many people will find that this is all the word processing they ever really need to know.

Once again, follow the directions **exactly.** Escape to the Main Menu and type T to get into the Type mode. Next, type the Expert example (in the next paragraph) exactly as you see it — mistakes and all. Don't correct them as you type. The purpose of this exercise is to show you how to edit and correct your text. Just keep typing and ignore the margins. If you do make a mistake, simply backspace (remember how?) and strike over as necessary. But remember, right now you can make a correction in this fashion only if you have not advanced to the next line. Ready? Here's the Expert example for you to type:

you see the #P right at the beginning, before the word "Welcame"? #P tells the Fox "Indent a paragraph." You'll learn other embedded commands as we move on.


-Quick Brown Fox.01-
Edit ?V
L.Edit From
L. Edit
#PWelcame to the Quick Brown Fox, a word pressing program designed
Replace
me to the Quick Brown Fox, a word pressing program designed

#PWelcame to the Quick Brown Fox, a word pressing program designed for use on the Commodore. Word processing is a method of producing typed copy by using a computer. It avoids many of the frustrations and delays built into the use of standard typewriters and offers many advantages. #PAfter you have used this sytem for a short time and begin to realize the advantages it provides, you'll never want to use a simple typewriter again.
[RETURN]

When you have finished typing this material, press [ESCAPE] twice (once to escape from Type mode, once to escape from Line Edit). The Main Menu should now be showing, so press V to View the text. As before, hit the space bar twice to view your typing as shown in the Expert example. The margins may be different on your computer.

While you were typing a few moments ago, do you remember that all you saw was a solid block of text, with no line spaces or indentations visible? Yet, as you View the material now, your text appears in a different format, complete with paragraphing. This has happened as a result of the Quick Brown Fox's "embedded commands" (#P for example) — instructions that you insert **while typing** to tell the Fox how the text should look or be formatted. These commands **do not** appear when the text is Viewed or Printed. Our embedded commands are easily recognized and remembered. To find one, look back in this manual to the original exercise you typed. Do

For now, let's correct some of the errors on the screen. Escape to the Main Menu and press L for Line Edit. The words "Line Edit From" will appear. As we did in View mode, press the space bar to start from the beginning of your text. The first line of type will appear at the bottom of the screen as it was originally typed, embedded commands included.

Follow these instructions exactly:
1. Hit the space bar until the cursor is positioned on the "a" in "Welcame."
2. Press the letter R for Replace. (Don't worry if a few letters seem to have disappeared from the screen: the Fox still has them).
3. Press the letter "o" (lower case). Magically, an "o" will appear where the "a" had been.
4. Press [ESCAPE] to confirm the change. This puts you back into Line Edit mode so that you can perform another Line Edit function.
5. Move the cursor again until it is on the "t" in the word "the". We're asking you to delete the word "the" so press the letter D for delete. The

letter "t" should disappear and the "he" (as well as the rest of the text) should move up to fill the space.
6. Press the letter W and the rest of the word "the" will vanish. Hitting the "D" key (in Line Edit mode) deletes a character at a time and "DW" deletes a word at a time. DS deletes a sentence at a time — up to the next period (so be careful if you have a decimal point somewhere). DP deletes a paragraph at a time — up to the next line feed symbol.
7. Move the cursor again until it is atop the "e" in "pressing."
8. Press the letter I (for Insert) and wait a few seconds until the lines have stopped shifting and the "type insert" message appears. Next press the letters "oc" and then hit the [ESCAPE] key. This inserted the letters "oc" and the [ESCAPE] confirmed it.
9. Now let's see what we've accomplished. Escape to the Main Menu and press V for View. Hit the space bar twice to View the edited text. The text will appear again but with all words spelled correctly.

Congratulations once again: you have edited your first piece of text. Sure beats erasing, correction fluid, and retyping, doesn't it? As you progress, you'll learn more of our embedded commands, which permit you to change spacing and margins, justify or center text, underline, overstrike, print boldface and insert boilerplates, to name but a few.

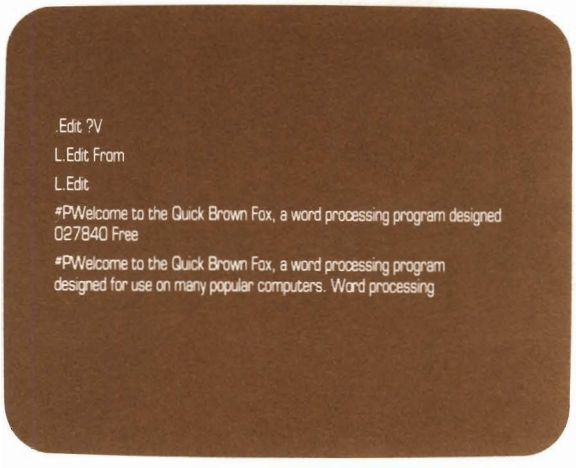
A FEW EXPLANATIONS ON TYPE AND LINE EDIT

TYPE

Before explaining how to store and retrieve your text on disk or cassette, let's take a few moments to clarify a number of points about the Type and Line Edit functions that we've just learned.

As we noted, you can type along and the Fox will automatically advance to the next line without your having to hit the [RETURN] key. On **rare** occasions, the last word on a line may be overly long and the Fox will break it in the middle and place the remainder on the following line before shifting to the next "real" line. Not to worry: when you View or Print, everything will appear on the proper line. Quick Brown Fox does not automatically hyphenate, but we've made sure that no words get broken up between lines.

As you type long stretches of text, the top line(s) will roll up, up and away. This is called "scrolling." Again, no problem. The Fox keeps the text in memory and will be available for recall. Remember, you can correct text **in Type mode** as long as you have not left the line in which the error appears. You do this simply by backspacing your cursor to the proper position. Once you've gone on to another line, however, you can go back only by going into Line Edit mode. This is accomplished by hitting the [ESCAPE] key while in Type mode which automatically puts you into Line Edit. After you have made your correction, you can hit T to go directly from Line Edit mode to Type mode. Or you can [ESCAPE] to the Main Menu and hit L. There's yet another way. Perhaps you've noticed what happens when you go into View mode. Try it. [ESCAPE] to the Main Menu (we presume you haven't zapped text or shut off your computer since the last exercise that began with "Welcome to Quick Brown Fox."). Press V for View. You will see your flashing cursor at the bottom left of the screen right after the question Edit? This means you're now viewing text. Do you see any errors that you'd like to correct (edit)? If so, hit Y for yes. Tapping the space bar now will let you start editing from the top of the page displayed on your screen. Or, you may begin editing anywhere on that screen by typing a few letters to identify where you want to begin and then hitting the [ESCAPE] key. Here are some further details about those Line Edit commands you played with in the typing exercise. (You inserted, deleted, and replaced without any hassle, didn't you?) Now here are the rules for manipulating these commands.


.Edit ?V
L.Edit From
L.Edit
#PWelcome to the Quick Brown Fox, a word processing program designed 027840 Free
#PWelcome to the Quick Brown Fox, a word processing program designed for use on many popular computers. Word processing

LINE EDIT

There are three operations possible under Line Edit: INSERT, DELETE and REPLACE.

When you want to insert, go into Line Edit mode and position your cursor to the right of where you

want to insert text. Note that the number of characters free will appear. Your insert must be no longer than this number. Type I or i for insert and the line will reappear with an up arrow [↑] indicating where your insert will occur. You may now type whatever you wish to add, from a single character to the full memory space remaining. When you are finished, press the [ESCAPE] key and the line will reappear with the cursor at the beginning. This is helpful if you want to check your insertion, add or delete a space, and so on. Pressing the [ESCAPE] key once again will return you to the Main Menu. (You may be returned to View mode first, so don't be frightened if the Main Menu doesn't come up right away. Just tap the [ESCAPE] key again and you'll see the Main Menu.)

To Delete, go into Line Edit mode and, this time, position your cursor directly atop the character you wish to delete. Then press D (or d). The character will disappear and the text (yes, all the way to the end) will jump back a character to replace the vacant space. If you hold down the D, the characters will continue to disappear until you release the key. Hitting DW will delete a word (up to the next space); DS will delete a sentence (up to the next period or question mark); and DP will delete a paragraph (up to the next line feed). Of course, if you have a period used as a decimal point or at the end of an abbreviation within a sentence, the DS will delete up to that point. If you type DW, then DS, then plain W, a word will not be deleted. You can only do it as follows: DW, W, W or DS, S, S, or DP, P, P.

To replace text, position the cursor over the character you want to replace and press R. The line will reappear with the cursor properly positioned. Type whatever new character you wish. Note that this command works with one character at a time. When you are finished press the [ESCAPE] key and you will go back to Line Edit mode in case you want to make another insertion or deletion.

VIEWING THE TEXT

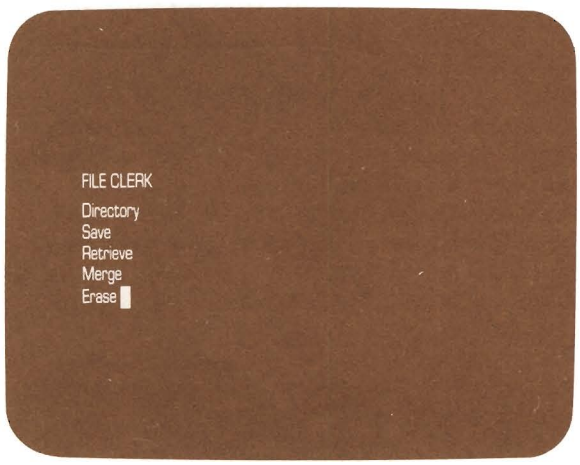
If you want to see what your text will look like as it's going to be printed, [ESCAPE] to the Main Menu and press V for view. A "view from" prompt will appear. To view the text from the beginning, hit the space bar and, when the word "Scanning" appears, hit it again.

To view text from a particular place, after the "View From" message type a string of characters to identify where you want to view from, then hit the [ESCAPE] key. The Quick Brown Fox will isolate that string of characters in brackets and ask you whether that is the point from which you wish to view. You can answer Y for yes, in which case the Fox will reply with the word "Scanning." To view, press the space bar and you will begin viewing with the word or characters you have isolated. If you answer N for no, the Fox will keep bracketing subsequent occurrences of your string of characters until it has gone through the entire text and none remain. Of course, you can always [ESCAPE] back to the Main Menu.

It's advisable not to set your right margins until you're ready to print your text. The first few lines of text may disappear off the top of the screen if the right margin is set greater than the character capacity of your computer (i.e., greater than 22 characters on the VIC 20 and greater than 40 characters on the Commodore 64). If you are using an 80-character expander with either computer, then you should have no problem.

THE FILE CLERK

Now that you have created some text, edited it to your satisfaction, and decided how you want it to look on paper, it's time for you to learn how to use the directory, save, retrieve, merge, and print out this text. The File Clerk menu is designed to help you do this. [ESCAPE] to the Main Menu and type C for Clerk (it's the last selection on the Menu).



As with the Main Menu, you select options by typing the first letter of each category or function. To save or retrieve text, you'll need either a Datasette or a disk drive. The disk drive is much faster and more versatile, so we hope you'll invest in one. Also, with a Datasette, you can access your Directory only through BASIC (see your

Commodore user's manual for details). The Directory is your "table of contents" that lists all your files by name so it's really essential to have a disk drive unless you want to keep a separate pencil-and-paper record of your file names (and that sort of defeats the purpose of the new electronic marvel known as the computer).

Any time you select an option from the File Clerk Menu, you will be asked to specify the number of whichever device (tape player or disk drive) you are using. The tape player is number 1 and the disk drive is number 8. The File Clerk will remember this from last time and will display the number right on the screen for you. If so, you need only confirm it by hitting the space bar. If no number appears, or if the wrong one appears, simply enter the proper number (the program will automatically go on to the next question). If you have more than one disk drive, type 9 for the second one. Type 6 for the third and 7 for the fourth.

Let's go through the File Clerk options one by one.

DIRECTORY — Your disk drive keeps all your files in a list and displays them for you with this option. It also tells you the length of each file in "blocks." Each block is 255 characters long. You create the file names yourself when you Save text onto a disk or tape.

SAVE — Once you've typed some text, you can Save it by Escaping to the Main Menu then hitting C to go into the File Clerk. Hit S for Save and your screen will ask you which device you are using. Hit the proper number. Quick Brown Fox will then ask you to name your file. There may already be a name there. If this is the name you want, hit the [RETURN] key. If it's not the name you want, type in another name. You can give a file a name of up to 15 letters. Try not to use numbers or punctuation marks as part of the file names. Sometimes-rarely-the computer will confuse one of these numbers with a code of some sort and it might bring things to a standstill. After you have given your file a name, hit the [RETURN] key. After your file is saved, the Clerk menu will reappear.

Remember that when you Save onto a cassette tape, you will be wiping out other text on the tape. You must keep track of the material on the tape that you want to preserve. Use the tape counter and make notes. If you are using Quick Brown Fox with a disk drive, remember that to save text onto a "raw" disk that's come straight out of the box, you must prepare the disk (format it). Turn on your computer without the Quick Brown Fox cartridge or disk. Insert the new disk in your disk drive (device #8), and close the door of the drive. Then type the following: OPEN 1,8,15, "N0: NAME OF DISK, XX" and press the [RETURN] key. Instead of NAME OF DISK you can type any title you like, up to 15 letters in length. Instead of XX, you can type any two identifying numbers or letters. Wait for the drive to do its work. When its red light goes out, type: CLOSE 1 and press the [RETURN] key.

RETRIEVE — Use this option to transfer text from tape or disk back into the computer's memory. **Be careful** — the "new" text you're retrieving will wipe out any existing text in the computer's workspace (screen memory). If you don't want this to happen, Save that text before retrieving anything else. When you choose the Retrieve function, the first question the computer will ask you is "Zap Memory?" You must answer Y (for yes) to this question. This will clear the computer's memory, not your file stored on disk — if you have saved it first. You must retrieve files exactly as you have saved them (letter for letter and character for character). It would be a good idea to save your files in all upper case letters — it's easier to remember.

So, to retrieve text, you go to the File Clerk, hit R for retrieve, answer Y to Zap Memory?, and specify the device number and file name, using the [RETURN] key at the end of each operation. You must type the file name **exactly** as it appears-spaces, punctuation, capitalization and all. Quick Brown Fox can't decipher "almost-but-not-quite" instructions.

On some early models of the Commodore 64, the screen will go blank whenever you Save or Retrieve your text on or from tape. While retrieving, it will halt each time it finds a file name, and you'll have to press the space bar or the C= (lower left corner) key to make it continue.

MERGE — As the name implies, you can merge two or more files or merge a file with new material you've just typed in memory (on the screen) — as long as you don't run out of memory. If you do, Quick Brown Fox will tell you so. To merge already stored files, simply go to the Clerk menu and type M. Specify your device (1 or 8) and hit the [RETURN] key. Then type in the name of one of the files you wish to merge. Repeat this procedure one at a time with the other files to be merged. If you wish to merge new text you've just typed with a stored file, simply type the material - don't zap it - then go into Clerk, type M, and proceed as above.

When you merge two files, remember that the merging takes place in the computer's memory

(on the screen) and **not** in the computer itself. Therefore, once you've merged files A and B into file A + B, you must save that merged file under a new name (A + B). It is a brand new file. The only thing to worry about is running out of memory when trying to merge too many files at once.

ERASE — Once again, this can be used only if you have a disk drive. If you want to remove a file from the disk directory permanently, hit E and follow the usual sequence. You must use this command only when you're absolutely sure that you'll never need that file again. It cannot be restored once it has been erased.

EXPERT GRADUATION EXERCISE

It's time for a little more practical experience. Here's a memo that should easily flunk you out of Miss Missive's Word Processing Academy. With what you've learned so far, you can turn this into a flawless manuscript. Type it as it is, in its raw, unadulterated state. Then [ESCAPE] into Line Edit and do your stuff!

To: Department Head
From: Senior Clerk
Re: Quick Brown Fox

Well, when your first told me I was going to have to learn how to do "Word Processing", I was scared as can be. I have trouble making a can opener work (it's even worse if it's an electric can opener). This things not so bad. The rumble on the mptor of the disk drive may eventually put me in the funny farm but I think Ill probably survive until then. I guess we can throw all those bottles of Whiteout away. Corrections on this thing are a snap. Lift off tape no longer holds a major appeal for me.

I took a lokk back through mu first paragraph and it's a bit of a mess. I have a tendency to type too fast anyway and this thing is seductive. I just pound away without even looking att hte screen and hope for the best. In the old days I would never have taken a risk like that but since I don't have to worry aboyyt printing this until I've had a chnace tto go over it I'll make it look good before I let anyboy see it.

I think I'm sokld. Can I have one to take home?

Here's what your corrected version should look like:

To: Department Head
From: Senior Clerk
Re: Quick Brown Fox

Well, when you first told me I was going to have to learn to do word processing, I was scared as can be. I have trouble making a can opener work (it's even worse if it's an electric can opener). This thing's not so bad. The rumble on the motor of the disk drive may eventually put me in the funny farm but I think I'll probably survive until then. I guess we can throw all those bottles of Whiteout away. Corrections on this thing are a snap. Lift-off tape no longer holds a major appeal for me.

I took a look back through my first paragraph and it's a bit of a mess. I have a tendency to type too fast anyway and this thing is seductive. I just pound away without even looking at the screen and hope for the best. In the old days I would never have taken a risk like that but since I don't have to worry about printing this until I've had a chance to go over it, I'll make it look good before I let anybody see it.

I think I'm sold. Can I have one to take home?

Congratulations! You have now learned how to do a number of important things with Quick Brown Fox. You can:

— Type (enter text in memory)
— Line Edit (make changes)
— View your Text
— Save and Retrieve your Text
— Zap the computer's memory

You are now an Expert . . . ready to become a Master. Demand that someone give you a congratulatory kiss, or at least a handshake. Let's continue.

MASTER

Going from Expert to Master, you will be learning a few of the more advanced features of Quick Brown Fox. They include:

— Embedded Commands (new ways of formatting text)

— Global Edit (making a single change repeatedly throughout the text)

— Move (transferring text from one place to another)

— Print (transferring text from screen to paper)

EMBEDDED COMMANDS

Quick Brown Fox has special codes (called embedded commands because they're embedded, or buried, in the text) and are viewable only in Line Edit mode, not in View mode. These commands instruct Quick Brown Fox to do specific things, such as justify text (both margins even), center, double-space, triple-space (even octuple-space), move margins, set tabs, and the like. The last page of this manual has a full listing of all embedded commands.

Embedded commands are simple to use; you can either type them in the text as you go along or insert them in the Line Edit mode later. Before describing the various codes and their uses, we will give you a quick demonstration of some of them in action. Type out **exactly** what is shown in the example (the lines may be longer on your screen, but not to worry):

```
#R037 #T025TAB #PPARAGRAPH #T010TAB
#D025DOTTED TAB #L005New Left Margin
The Quick Brown Fox jumps over the
lazy star.#L010New Left Margin The
Quick Brown Fox jumps over the lazy
star.#L020New Left Margin The
Quick Brown Fox jumps over the lazy
star.
```

When you have finished typing the above material, press the [ESCAPE] key twice to get back to the Main Menu and then select V for view. What you see on the screen should look exactly like this (providing your screen can display at least 40 characters.)

```
                    TAB
PARAGRAPH
    TAB . . . . . .DOTTED TAB New
Left Margin The Quick Brown Fox
jumps over the lazy star. New
    Left Margin The Quick Brown
    Fox jumps over the lazy
    star. New Left Margin The
        Quick Brown Fox
        jumps over the
        lazy star.
```

We will now explain how this happens.

#: The # symbol says to Quick Brown Fox: what follows is a formatting command. Display and print out whatever the code tells you to.

#P: Skip a line and start a new paragraph, indenting five spaces.

#Tnnn: Tab 'nnn' spaces from the left column and print what follows. You MUST use three digits in the tab code even if you are tabbing fewer than 100 spaces. For instance, if you wish to tab to column 6, you must type #T006. When you print out, the Tab will count from the left ("paper") margin, position '000.'

#Dnnn: Set up a tab as with the #Tnnn command, but this time run a series of dots to the tab position where the text starts. This is called a Dotted Tab. NOTE that tabs will not be useful with proportional-spacing printers unless proportional spacing is turned off (#X). Proportional spacing will alter the actual tab position unpredictably due to the difference in character widths.

#Lnnn: Put a new margin "nnn" spaces in from the paper margin (position "000"). As with the

tab commands, be sure to use a three-digit number. This margin does not take effect until the text shifts to a new line, either by filling the current line with text or by the use of a [RETURN] or other command that forces a line feed. This overrides any previous #L command.

##: This will allow you to view and print a #.

You can now go back to the example we gave you and interpret the embedded commands to see how each one produced its effect. Return to the Main Menu and select L for Line Edit, then press [ESCAPE]. All the embedded commands will now be displayed exactly as you typed them. This allows you to edit your commands to achieve any effect you desire.

In the View mode you will see the actual layout (what you see is what you get on the printer, providing you have an 80-character expander). The commands are visible only in Line Edit.

Some other embedded command codes include:

#F: This code causes the printer to advance to the top of the next form (page).

#Rnnn and #Lnnn: These commands set right and left hand margins. They are also handy to use when you want to set off a block of text by using a narrower width. The right-margin command forces a new line, so when you want to set both right and left margins at the same time, set the left one first. Set your right margin counting from the far left side of the page (000).

#Nnnn: This is the character-by-number command, used to send special characters to the printer. The three digits "nnn" are translated to single code and printed. You can send any code from 000 to 099. The "nnn" codes are in your printer's manual: use the decimal version.

#Bnn: The boilerplate command. See the boilerplate section of this manual for full instructions.

#K: This command stops the printer for insertion of text from the keyboard. The number of characters "free" will appear, followed on the next line by the words "Type Insert." You can type any number of characters up to the Free limit. This command is useful for filling in blanks in contracts and form letters. Example: "Our records show that your current amount owing is #K."

#Snn: This command changes line spacing. #S02 is double spacing, #S03 is triple-spacing, and so forth. Don't type #S00 — it will automatically get changed to single-spacing (#S01). The program is automatically set to single-spacing, which is what you will get if you use no code at all.

#J: Starts or stops justification and produces a line feed.

#C: Center-text command. You must enter #C before and after whatever text you want centered. This command will override the #J justification command (you can't have your text justified and centered at the same time). To stop centering, type another #C after the last word or punctuation mark you want centered.

Some commands work only on some printers. See the Printer section of this manual for further information.

The following commands will work if your printer can backspace:

#U: Starts or stops underlining.
#H: Starts or stops **boldface** (heavy print)
#O: Starts or stops overstrike (o/v/e/r/s/t/r/i/k/e)
#X: Starts or stops proportional spacing

Some commands override, or cause other commands to be ignored. These are the #C, #J, and #X commands. If you want centering, you won't get justification (#J) or proportional spacing (#X). If you want justification, you won't get proportional spacing and can't use centering. If you want proportional spacing, you won't get it where the #J or #C commands are in control. You cannot use #X with #P; otherwise you will get ragged left and right margins. When the #J command is in effect, any #N commands equal to or less than 005 will not work.

The special-effects commands #U, #H, and #O can be used with each other. You can underline, boldface, and overstrike all at once.

SPECIAL TIPS ON EMBEDDED COMMANDS

Errors when using embedded commands are usually a result of misuse. If you make an error so bad that the Fox doesn't know what to do, <ERR will appear on the screen when you are viewing the text. You will then be passed on to Line Edit, which will show you text **near** the error so that you can fix it.

Here are a few points to keep in mind when using embedded commands:

1. Whenever possible, include a blank in front of an embedded command. This avoids long strings

of characters that may "fool" Quick Brown Fox when it is searching for the last word on a line. An example to avoid is "#L015#T012CHAPTER. NUMERO>UNO#PThis is. . ."

2. TAB commands are **not** affected in printouts by margin settings. That is #T020 will tab to position 20 no matter what the margin says. However, #T050 will jump you to the next line if you have an #R040 command in force, for example.

3. Margin commands #R and #L continue to operate until cancelled or given a new number.

4. A TAB command does not automatically produce a line feed unless it is necessary to move ahead to the specified position. For example, a #T020 would not produce a line feed if the last character happened to be printed at column #015. If the last character was printed at, say, column #043, then a #T020 would produce a line feed.

5. The # symbol is always interpreted as a command. So if you wish to print out only the # symbol, type ##.

6. When typing margin commands next to line feed commands, type the margin command first, before hitting the line feed key.

GLOBAL EDIT

The Global Edit feature (G. Edit) on your Main Menu enables you to make a single change repeatedly throughout the text by means of a simple operation. If you discover, after you have typed several pages of text, that you have misspelled a word consistently, or if you have used a wrong name throughout, you can make all the corrections easily using Global Edit (of course, you can do it through Line Edit as well).

Here's the procedure:

1. Access Global Edit by going to the Main Menu and typing G or g.

2. A "From" prompt will appear on the screen. This asks you what you want to change from. Type the character(s) you wish to change.

3. Hit the [ESCAPE] key.

4. A "To" prompt will appear. Type the new character(s) and hit the [ESCAPE] key again. (NOTE: The total number of characters you can type after "To" can be no more than 256. The total you can type after "From" can be no more than 39. If you go over these limits, you will get a "Full?" message.)

5. Quick Brown Fox will search out the first occurrence of your "From" string to be altered and will show you what the text will look like after the alteration. This change is surrounded by brackets ([ ]).

6. Quick Brown Fox will then ask you Y/N or ESC?

7. If you agree with the change, press Y. If you disagree, press N. If you've changed your mind altogether, press [ESCAPE] to return to the Main Menu.

8. If you type Y or N, Quick Brown Fox will seek out the next appearance of your character string and continue doing so until it has checked through the entire text in memory.

9. If you are absolutely, positively sure that you want to make the change in all cases, just "lean" on the Y key (keep your finger down on it) and Quick Brown Fox will zip through your text, making the change throughout.

10. Remember, you must type **exactly** what you want to be changed or Quick Brown Fox will not find it. That means correct spelling, punctuation, spacing, upper and lower case, etc.

11. Also note that Quick Brown Fox is very literal-minded. It will seek out every occurrence of the specified string wherever it appears. For example, if you wanted to change "rat" to "mouse" and your text included the word "berate," Quick Brown Fox would ask you "be[mouse]e"? This is why you must beware of casually pressing Y repeatedly and finding a bemousee in your text.

12. Global Edit is also helpful in creating an index. By using this feature, you can see the number of times and places where a specific word appears.

MOVING TEXT

If you decide, after you have finished typing, that you want to rearrange words, sentences, or even entire paragraphs, you can do so easily by using the move option in the Main Menu. To select move, type M (or m). The screen will show the word Move followed by the words Start From . . .

Type a string of characters (from 1 to 39) that identifies where you wish to begin your move. Press the [ESCAPE] key. Quick Brown Fox will show you that string of characters surrounded by brackets and followed by the words Y/N or ESC? If it is not the right place, press N and Quick Brown Fox will keep searching until it's found the place you want to start moving from. Once you've found the right place, type Y.

The screen will show the word Move again followed by the prompt End with . . . Type the last character, word or words (up to 39 characters) of the text area you wish to move. Press the [ESCAPE] key.

Again, Quick Brown Fox will search for the correct location. Answer Y, N, or ESC as above. (Escape if you want to call off the search.) Once you have pointed out the text to be moved (by answering Y), the screen will once again show Move followed by the words Put After.

Type a string of characters indicating where you wish the text area to be moved to and press [ESCAPE]. You will go through the search as you did before. When you know where you want your moved text to appear, press Y. The screen will then show the word Delete? If you want to delete the text from its original position, type Y. If you want the text to appear in both the old and the new place, type N.

You should go through the text in View mode to make sure everything is correct. Keep an eye out for spacing and punctuation.

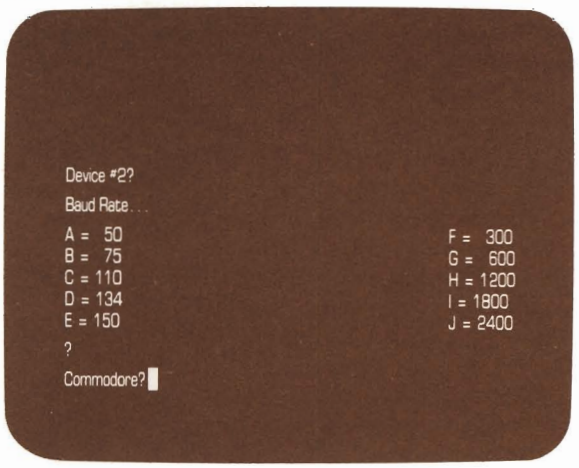
Remember also that if Quick Brown Fox can't find an exact match for the string of characters you ask for, it will return you to the Main Menu without doing anything. Also, if you are moving paragraphs or any text that starts with an embedded command (#n), you must indicate that command as part of what you type in after the Start From . . . prompt.

SEND AND RECEIVE

This option from the Main Menu is designed to allow you to send or receive text from one computer or word processor to another. This can either be over telephone lines (via a modem) or by a direct hook-up (RS-232 port to RS-232 port) between computers.

This option is specifically intended for communication with another system using Quick Brown Fox. You **may**, however, be able to send/receive between Quick Brown Fox and many "foreign" systems with an RS-232 modem only. Quick Brown Fox sends exactly what is in the Line Edit mode. If the "foreign" systems cannot recognize embedded commands, you may have to write a program to translate the Quick Brown Fox commands.

The quickest and easiest way to find out about Send and Receive is to try it. You can't mess anything up and, if your text has been saved, you can't lose anything. You must make sure that the two computers are set at the same baud rate (speed of data transmission). Select compatible baud rates by selecting the proper letter once you've selected the Send and Receive features from the Menu.



HEADERS

A header is an identifying word, phrase, or line that will appear on the second and subsequent pages of your text. In creating a header, the first character in your workspace (even before your margin settings) must be a / (slash). This tells Quick Brown Fox that you intend to use a header. You can then type a string of characters (which can include embedded commands). At the end of the header, type another / to tell Quick Brown Fox that "this is the end." Later, when you print your text, the header will appear at the top of the second and subsequent pages.

#K: INSERT

The embedded command #K tells Quick Brown Fox that there is an insert to be filled in, either directly from the keyboard or from one of your BoilerPlates stored on tape or disk (see next section). You might type My Dear Mr. #K, #K, 1983, or Yours Very Truly, #K and have the #K replaced by other words. This will become clearer in the BoilerPlate section. The #K command can also be used to stop the printer so that you can align your paper.

BOILERPLATING

You've read legal contracts or form letters where substantial portions of the text are identical with only a few alterations for names, addresses, and so forth. Quick Brown Fox makes it possible for you to store frequently used phrases and sentences in a BoilerPlate file so you don't have to type the same information repetitively. BoilerPlates are not difficult to use, but it takes a

little practice to get everything down. Don't wait until you really need them before you try them.

B.View on the Main Menu allows you to view the BoilerPlates you've stored in your file. To type the original BoilerPlates, you start out with the Main Menu. You hit T to go into Type mode and then press the f 1 (function 1) key at the upper right corner of the keyboard. Don't hold the shift key down while doing this, or you may turn it into a function 2 key. Appearing on your screen will be the words Type BoilerPlate 01 . . . Type any text you wish. BoilerPlates may be of any length and may contain any of the embedded commands, including a #Bxx or a #K command.

When you have finished typing one BoilerPlate and wish to type another, simply press the f 1 key again with the shift key depressed. This tells the computer you really want f 2, which ends the BoilerPlate. At this point you'll see the word Type. You are back in the normal Type mode. If you want to type another BoilerPlate, hit the f 1 key again.

It does not matter if you mix "normal" text with BoilerPlate text as you type along. While it is not a very organized way of doing things, you can type a few BoilerPlates, then text, then more BoilerPlates, more text, and so on. What you must remember is to hit the f 2 key (shift and f 1) when you wish to return to the normal typing mode. If you do not do this, Quick Brown Fox will think your normal text is an addition to BoilerPlate. You must always hit f 1 to start a BoilerPlate and f 2 to end it. Quick Brown Fox will automatically number them for you.

After you have checked your BoilerPlates for accuracy, go into the File Clerk and Save them. If you decide to create additional BoilerPlates in the future, make sure you first Retrieve your previous BoilerPlate file so that new BoilerPlate text will be added on to the same file.

USING BOILERPLATES

Whenever you wish a BoilerPlate to appear in your text, just "call it up" by using the #Bxx command. #B32 would call up only BoilerPlate 32, for instance. Once you have typed in all your "normal" text and the BoilerPlate numbers you want to use, go into the File Clerk and **merge** your BoilerPlate file with the text. This permits you to view your text and BoilerPlates just as they would appear together, with correct formatting.

If you do not merge your BoilerPlate file with your text, you will be thrown into the Line Edit mode and an <ERR (error) message will appear near the #Bxx command you inserted in your text.

One "gotcha" to watch for is using formatting commands that have a global effect (changing margins, underlining, centering, and so forth). If the centering command is operational and you call up a BoilerPlate, the contents of the BoilerPlate will be centered as well. If you turn on the underlining command within the BoilerPlate, and forget to turn it off, all the remaining "normal" text will be underlined — up to the next #U command, of course.

Another restriction to be aware of is that you **cannot** call up a BoilerPlate with a #K command that contains another #K. Remember, too, that the BoilerPlates must be in the computer's memory (on screen) before you can use them. Quick Brown Fox is not smart enough (yet) to find your BoilerPlates on disk. This will work, but the second #K command prints twice: once where it's supposed to be and the second time at the end of your text.

EDITING BOILERPLATES

You can edit BoilerPlate text just as any other text. Nothing special is required **except** that you should be careful not to delete the [⌐] mark that indicates the beginning of a BoilerPlate or the [⌙] mark that indicates the end of a BoilerPlate. If you delete one of these accidentally, you may end up merging one BoilerPlate with another, merging a BoilerPlate with normal text, or even merging all your text with a BoilerPlate. While it is possible to edit BoilerPlates from the B.View mode, it is not recommended.

VIEWING BOILERPLATES

By selecting B.View from the Menu (hit the B key), you can see your BoilerPlates one by one and can print them out. The first question is BoilerPlate 01? If you don't want to start viewing from this point, enter another two-digit number and hit the space bar. If you do want to view from BoilerPlate 01, hit the space bar three times.

BOILERPLATE USAGE

With a little planning, BoilerPlates can greatly increase your productivity. By using them in conjunction with the #K command, you can avoid having to type and retype a lot of repetitive material. BoilerPlate files can be used effectively for short runs of form letters. You can set up files on a variety of topics (current affairs, the weather,

your health) on separate BoilerPlates, each with a different number. Then you decide what to tell whom and create a letter by calling up whatever numbers you wish. You may want to tell Aunt Hilda about the nice person you met last week but you may not want to tell her what happened afterwards!

PRINTING OUT BOILERPLATES

If you have already printed something out prior to calling up the BoilerPlates, just follow these instructions:

1. From the main menu, type B or b for BoilerPlate View.
2. The prompt BoilerPlate.01 will appear. Hit the space bar.
3. The Print prompt will appear. Enter Y for yes.
4. BoilerPlates will start printing.

If the first thing you want to do after you turn on your computer is print out the BoilerPlates, you have to first initialize your printer as follows:

1. From the main menu, type P or p for print;
2. Hit the space bar all the way through until the printer starts moving;
3. Hit the [ESCAPE] key to go back to the Main Menu;
4. Follow the first set of instructions.

A WORD ABOUT COLUMNAR TABBING

Here's an easy way to set up columns without having to set a #T (for tab) command before each entry. You can use the Global Edit feature to save a lot of time. Consider the following example:

Let's say we want to set up a chart showing the name, pay rate, hours worked, and gross earnings of several employees, and we want to represent the data in a columnar format.

Type the following: #1Grace #223hrs. #3$5.25 #4$199.50 #1Yolanda #220hrs. #3$3.25 #4$65.00

Now go into View mode. Your text won't look like anything you had in mind. Instead, it will view like this:

```
1111111111111111111111111111111111111
Grace
22222222222222222222222222222222222
23 hrs.
33333333333333333333333333333333333
$5.25
44444444444444444444444444444444444
$199.50
etc.
```

Now here's where we get creative. Decide where you would like the columns to appear. Let's say name at 000, hours at 015, pay rate at 030 and gross earnings at 045. Escape to the Main Menu and select G for Global Edit. Change your #1s to #T000, your #2s to #T015, your #3s to #T030 and your #4s to #T045. Your copy should now look like this.

Grace	23hrs.	$5.25	$199.50
Yolanda	20hrs.	$3.25	$ 65.00

PRINTING

Users of Quick Brown Fox (and other microcomputer software as well) generally find that printer operations provide the most headaches. We've designed our software to be compatible with most any printer on the market, but the printer manufacturers sometimes sneak in a variation to keep us alert. Someday, all this will be standardized. But right now you should be prepared to deal with some of the idiosyncrasies that a few printers have.

It's not difficult, though.

At the beginning, you'll be slowed up by mundane matters such as proper positioning of the paper, but before long everything will be second nature.

Let's do a quick and simple exercise before we start explaining the variations. Type a few paragraphs (or retrieve them from disk or tape) and escape to the Main Menu as usual. Press P for Print and then just lean on the space bar until the printer kicks off. **If you have a Commodore printer, answer Y (yes) to the Commodore question.** (We're presuming that you've got your printer hooked up properly with the correct interfaces. You should follow the directions that come with your printer and computer.)

As you lean on the space bar, you notice a list of commands zipping by you on the screen. Let's take the time to describe each of these in detail. Here's what the complete list looks like:

```
Device #4?
Commodore?
Page No. Centered?
Page No. at Bottom?
Page Prefix
Quick Brown Fox
Li66?
P#01?
#C01?
AP?
View From
Scanning
Ho?
```

You can change these commands to achieve almost any effect you want when the material is finally printed out.

Device #4? RS-232 printers are Device 2. Other printers are Device 4.

Commodore? Do you have a Commodore printer? If you do, answer Y the first time you print during a session. For subsequent printings during the same word-processing session, you need only hit the space bar. However, if you get graphics or upper case in your printout, answer Y to the question again.

Page No. Centered? If yes, press the space bar. If no press N.

Page No. at Bottom? If yes, press the space bar. If no, press N. Pressing N will put the page number at the top.

Page Prefix? Quick Brown Fox? The words Quick Brown Fox will appear at the bottom of each page of printed text unless you suppress it entirely by pressing the [ESCAPE] key at this point. If you wish to change the wording, retype (up to 15 characters) and then hit the [ESCAPE] key. You will not be able to correct typing errors at this stage, however. In order to do so, you must escape to the Main Menu and go through the print-selection routine again.

Li66? Do you want 66 lines per page, which is standard for 6 lines per inch on 8½ by 11 paper? If you agree, press the space bar; if you disagree, type in your own two-digit number.

P#01? This option selects page numbering. If you don't want any page numbers to appear type 00.

#C01? How many copies? If more than 01, type in that two-digit number and you can get as many printouts as you need without having to go through the print-selection routine each time.

AP? Associated Press style? Quick Brown Fox will not break up a paragraph at the end of a page if you answer Y (yes) to this option. In other words, each page will start with a new paragraph (or any chunk of text preceded by a line feed or #P character). If you have long, unbroken stretches of text, however, Quick Brown Fox may be forced to break it up. If you don't wish to utilize this option, hit the space bar.

View From . . . If you wish to print whatever is in the memory from the beginning, just press the space bar. If you want to start from the middle (or anywhere else), type a string of characters identifying the point where you want the printout to begin. Hit the [ESCAPE] key and you will be shown the first occurrence of this set of characters with the prompt Y/N or ESC? Answer as usual. The word "Scanning" will appear on the screen as Quick Brown Fox searches for the proper position and lines up all embedded commands. This can take a few moments if the point you have specified is near the end of the text. Then hit the space bar to continue.

Ho? Short for "hold." Do you want to hold (stop) the printer at the end of each page? Use this option when you have to feed in single sheets of paper or to halt the printer to change print wheels when a #Wnn (change pitch) command is found.

If you want to stop printing during the run, thump the [ESCAPE] key a few times and the printing process will stop with the word "Aborted" appearing on the paper. To continue printing, you must select P from the main menu and go through the print sequence again.

MORE ON PRINTERS

Some of the details in this section might not apply to you, but it is helpful to get a general understanding of the various types of printers and how they work with Quick Brown Fox. You could skim through this section and come back to it as you need to.

Quick Brown Fox supports all ASCII printers and takes advantage of several of their special features. Almost all printers fall in this category. Quick Brown Fox works with three general classes of printers:

Non-backspacing Printers: The print head on these moves forward only. Commodore's printer falls into this category.

Backspacing Printers: With a printer that automatically backspaces, you can boldface, underline, overstrike or proportionally space.

"Draft-Dodger" Printers: These are printers that accept the command sequence known as "Escape-US." This command allows most daisy-wheel and thimble printers to vary the horizontal motion index (HMI). Setting the HMI is essential to the way Quick Brown Fox accomplishes proportional spacing. Nearly all word-processing printers are "draft-dodgers." These printers also usually support options on the lines-per-inch feature. If you have such a printer, you can vary your lines per inch using the #Ixx command.

Many recent printers have built-in features such as alternate character fonts, automatic underlining, even automatic justification. Most of these features can be used by Quick Brown Fox by using the #N character-by number command.

Some printers capable of bidirectional printing will not allow proportional spacing or underlining or bold-face printing in the bidirectional mode. This is because the printers are so "dumb" that they do not know how to act on codes when going in the opposite direction. Should your printer behave strangely when you are trying any of the special features, try printing without the #U, #O, #H or #X commands. If this solves the problem, it means, alas, that you cannot use proportional spacing, or underline, overstrike, or boldface while using bidirectional printing. Use the #N command instead.

Some printers (TEC, C.Itoh) have a switch setting for the pitch of the print wheel. Should you be using a 10-pitch wheel and this setting is set to 12 and/or you have specified another value with the #Wnn command that does not agree with the switch setting, your printer will not work properly.

SPECIAL COMMANDS

We've already talked about the #U, #O, and #H commands. Here are some others. Remember, they don't work with all printers.

#X: Turns proportional spacing on or off with the "draft-dodger" printers. When **on**, each character will be printed with exactly the same spacing around it. When **off**—and if your printer can do it — the characters will be set with different spacing. The width of each character never changes.

#Wnn: Change pitch to nn. On daisy-wheel printers only, the wheels are usually 10 or 12 characters per inch. This command is used to stop the printer so you may change print wheels, or simply set the pitch to a different value using the same print wheel. (When using this option, you must answer Y (yes) to Ho? option in print sequence.)

#Inn: Changes the lines per inch to nn. If you want 8 lines per inch instead of 6, use #I08.

USING PARALLEL PRINTERS

Which kind do you have? Look at the plug on the end of the cable that connects your computer to the printer. If the plug is two inches wide (or slightly more), you have a parallel printer. Your computer will not drive this printer directly. You will need an adapter to connect it with the Commodore serial port. Such an adapter may be called a Centronics adapter, or a serial/parallel adapter. Not all of them will work successfully with all printers. We suggest Cardco's printer interface.

To use it, plug your printer into the adapter and the adapter into the serial port of the computer. If your disk drive is already plugged into the serial port, use the spare serial port on the back of the disk drive. If in doubt, consult your Commodore or printer instruction manual. When you are ready to print, select P from the Quick Brown Fox Main Menu and specify device 4 or 5, according to how your adapter is set up. If in doubt, you can go by trial and error.

USING SERIAL PRINTERS

If your plug is an inch-and-a-half wide (see USING PARALLEL PRINTERS, above), you have a serial printer. In theory, you can drive this printer directly from your computer. In practice, if the printer reads signals from the computer at a different rate than the computer is sending them, you may get garbled text or no text at all. The rate at which these signals are sent is called the "baud rate." Your printer manual should tell you how to set the baud rate, usually by manipulating switches inside the unit. Try a '300' rate to start.

When you're ready to print, select P from the Quick Brown Fox Main Menu and then type 2 as your device number. You will be asked for your baud rate. Specify it. If your printer doesn't work, use a lower baud rate and try again. If your printer won't work at even the slowest baud rate, you may not be able to use it with Quick Brown Fox and/or Commodore. Check with your dealer. Quick Brown Fox is set up with the following technical parameters: no parity, two-stop bits, and three-line handshaking. If your printer is not compatible with these parameters, and you own a Commodore 64, you may not be able to use that particular printer. If you own a VIC 20, you can change the Quick Brown Fox parameters so that they match your printer. Here's how:

Turn on the computer, but before you type your SYS 24576 command, type

POKE 5042,X:POKE 5043,Y

where X is your command register value and Y is your control register value — that is what you would use in BASIC when opening a file to your printer. Then press the [RETURN] key and, **instead** of your usual SYS 24576 command, type SYS 32549 and press the [RETURN] key. Later, when you are ready to print, select device number 2 and your baud rate as before. For more information, see page 253 of the Commodore VIC 20's Programmer's Reference Guide.

APPENDIX

To users of Data-20 64K Packs: This device presents a special problem. Before you can use Quick Brown Fox, you must load and run a separate BASIC program. Here's how:

First, turn off your computer, remove the Quick Brown Fox cartridge, then turn the computer back on. Next, type the word NEW and press the [RETURN] key. Type the following, pressing the [RETURN] key at the end of each line:

```
10 A = 39932
20 FOR N = 24576 TO 32767
30 POKE A,2:B = PEEK(N)
40 POKE A,0:POKE N,B:NEXT
50 SYS 24576
```

Make sure you get all the numbers, spacing, and punctuation right. Don't confuse numeral 1 with letter I or numeral 0 with the letter O. Save this program onto tape or disk, referring to your computer's manual for instructions. In the future, when you want to use Quick Brown Fox, insert our cartridge or disk and your 64K pack, turn on the computer, and load this BASIC program. Type RUN and press the [RETURN] key. Wait a few moments while the program does its job. Eventually you should see WIDTH (0,4,8)? displayed on your screen.

To users of Cardco's Cardboard 6-slot Adapter: The long ribbon cable that connects this adapter to your computer is liable to pick up electrical interference that prevents some cartridges (including Quick Brown Fox) from working reliably. Products from Precision Technology are also suspect. The only way to fix Cardco's 6-Slot Adapter is to wrap the ribbon cable in aluminum foil to screen out the interference. Be sure that the aluminum foil doesn't contact any other metal surface, such as the edge connector or the circuit board. This may expose you to a shock hazard and damage your equipment.

If you are **not** using a Data 20 64K Pack, type: SYS 24576 and press the [RETURN] key. You should then see the screen message: WIDTH (0,4,8)? If this message does not appear, either you made a typing error or there is a bad connection. Turn the computer off, check that everything is properly plugged in, and start over.

WIDTH (0,4,8)? means you must select how many characters are to be displayed on each line of your screen text. If you are using Quick Brown Fox on its own (in an unexpanded VIC), type 0 to select the standard VIC 20 text of 22 characters per line. If you are using Quick Brown Fox with the Data 20 or Quantum Data board, type 4 for a 40-character text display or 8 for an 80-character display, according to how your adapter is set up. If you are using some other brand of adapter, you must **hold down the Shift key** while you type 4 or 8. You also have to hold down the shift key and type 4 or 8 with some Data 20 or Quantum Data boards.

Here's how to solve the disappearing cursor problem. With the Quick Brown Fox cartridge removed, put a re-wound cassette into the Datasette. When the cassette is ready, type the following:

```
10 FORM=820TO841:READA:POKEM,A:NEXTM
20 POKE178,74:POKE810,52:POKE811,3
30 POKE43,42:POKE44,3:POKE45,80:POKE46,3:SAVE"CURSOR",1,1
100 DATA 160,0,173,134,2,145,243
110 DATA 160,40,145,243,164,211,145
120 DATA 243,169,74,133,178,76
130 DATA 62,241
```

Next, type RUN and hit the [RETURN] key. When the ready message appears, type SAVE and hit the [RETURN] key. The message PRESS RECORD & PLAY ON TAPE will appear. Follow these instructions. The program will save a short routine on your cassette tape. After you have saved this program, reinsert your Quick Brown Fox cartridge and go to the Clerk menu (this is described in this manual). Make sure the tape is re-wound. Retrieve the program (device #1, no name; just hit the [RETURN] key). The cursor problem will then be fixed for the rest of the word-processing session.

RS-232 Initialization: On the VIC 20, we've changed the way in which you initialize the RS-232 port. If you have an RS-232 printer or modem and change the RS-232 parameters with POKES, you'll have to type **SYS32549** to get the Fox going with your new parameters.

QUICK REFERENCE GUIDE

Main Menu . . . . . <Enter 1st character> . . . . . Clerk Menu

Type	Add to text	Directory	List file names
View	Display text	Save	Save memory to disk or tape
Print	Print text	Retrieve	Get file, put in memory
B.View	Show BoilerPlate	Merge	Get file, add to text
G.Edit	Global Edit	Erase	Delete a file
L.Edit	Line Edit		
Move	Move/Copy text		
Delete	Delete text		
Zap	Clear workspace		
Send	Send text, modem		
Receive	Receive text, modem		
Clerk	File operations		

General Typing . . . . . .

ESC (Left Arrow)	Return to menu
Return	Force line feed
f1	Start of BoilerPlate
Shift f1 to f2	End of BoilerPlates
f3	Advances the cursor to the next word
Right Arrow	Non-destructive forward space
Left Arrow	Non-destructive backspace
Insert	Insert

Embedded Commands (upper or lower case) . . . . . .

#Bnn	Add BoilerPlate nn	#Nnnn	Send character nnn
#C	Centering on/off	#O	Overstrike on/off
#Dnnn	Dotted tab to col. nnn	#P	Paragraph
#F	Form (page) feed	#Rnnn	Right Margin = nnn
#H	Heavy print on/off	#Snn	Line Spacing = nn
#Inn	Lines/Inch nn	#Tnnn	Tab to col. nnn
#J	Justification on/off	#U	Underlining on/off
#K	Keyboard entry here	#Wnn	Width = nn chr/inch
#Lnnn	Left Margin = nnn	#X	Proportional on/off

Line Edit (upper or lower case) . . . . . .

Space	Non-destructive forward space
Right Arrow	Non-destructive forward space
Left Arrow	Non-destructive back space
R	Replace text
Return	Display next text line
D	Delete character
DW	Delete word
DS	Delete sentence
DP	Delete paragraph
I	Insert text
T	Type (append new text)
L	Line Edit from another place